

**Proposal 01-07
(P.R. 0097)
Offered by the ISBA Standing Committee on Attorney Registration and
Disciplinary Commission**

Rule 769. Maintenance of Records.

It shall be the duty of every attorney to maintain originals, copies or computer-generated images of the following:

(1) records which identify the name and last known address of each of the attorney's clients and which reflect whether the representation of the client is ongoing or concluded; and

(2) all financial records related to the attorney's practice, for a period of not less than seven years, including but not limited to bank statements, time and billing records, checks, check stubs, journals, ledgers, audits, financial statements, tax returns and tax reports.